

Report Date: 06 May 2015

**Summary Report for Individual Task
011-15Q-1055
Record ATC Facility Daily Activities
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USAACE foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: In an air traffic control facility, assigned as an air traffic controller, given TC 3-04.81, FAA JO 7340.2, DA Form 3502, DA Form 3503, and DA Form 3501 (if applicable), you have a requirement to record the daily activities of the facility. Some iterations of this task should be performed in MOPP 4.

Standard: Record ATC facility daily activities on the appropriate forms ensuring all required entries are posted and accurate IAW TC 3-04.81, Appendix A.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: You are directed to record ATC facility daily activities by your supervisor.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: FAAO JO 7340.2 is a non-APD linked reference; this publication can be found on the Federal Aviation Administration (FAA) website under "Air Traffic Plans and Publications" or by going to the following address: http://www.faa.gov/air_traffic/publications/.

Performance Steps

1. Record daily activities on DA Form 3502 (Daily Report of Air Traffic Control Facility).

- a. Initiate DA Form 3502 at the beginning of each calendar day (0000 local time or when facility operations begin for the day).
- b. Use coordinated universal time (UTC) for all entries.
- c. Use only authorized Army, Federal Aviation Administration (FAA), and International Civil Aviation Organization (ICAO) abbreviations and phrase contractions.
- d. Describe all abnormal conditions, unusual occurrences, or items of interest. (Examples of entries are equipment checks, outages or restorations, emergencies, accidents and unsafe conditions.)
- e. Indicate supervisory responsibility in the remarks section using assigned operating initials (for example, "CB ASSUMED DUTIES AS SL").
- f. Record the operating initials of the individual making the entry following all entries in the remarks section of the form.
- g. Close the logs at midnight local time or when the facility ends operations for the day.
- h. File the form daily and retain for a minimum of six calendar months.

2. Record operating position responsibility on DA Form 3503 (Air Traffic Control Position Log).

- a. Initiate DA Form 3503 at the beginning of each calendar day (0000 local time or when facility operations begin for the day).
- b. Use UTC for all entries.
- c. Add pages as necessary to complete the day.
- d. Enter the operating initials of controllers requiring direct supervision followed by a slant mark (/) and the facility-rated controller's initials.
- e. File the form daily with DA Form 3502 and retain for a minimum of six calendar months.

3. Record air traffic in ground-controlled approach (GCA) facilities on DA Form 3501 (GCA Operations Log).

- a. Initiate DA Form 3501 at the beginning of each calendar day (0000 local time or when facility operations begin for the day).
- b. Use UTC for all time entries.
- c. Complete DA Form 3501 IAW TC 3-04.81, Appendix A, Paragraph 27.
- d. Number additional pages (when necessary) consecutively and staple together.
- e. Add up all approaches for VFR and IFR aircraft in the appropriate columns at the bottom of DA Form 3501 (enter totals on the last page when more than one page is used) and write the cumulative total in the bottom left corner.
- f. File the form daily with DA Form 3502 and retain for a minimum of six calendar months.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: Setup: Test this task in conjunction with other air traffic control facility related tasks. Brief Soldier: Tell the Soldier to record ATC facility daily activities.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Recorded daily activities on DA Form 3502 (Daily Report of Air Traffic Control Facility).			
2. Recorded operating position responsibility on DA Form 3503 (Air Traffic Control Position Log).			
3. Recorded air traffic in ground-controlled approach (GCA) facilities on DA Form 3501 (GCA Operations Log).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DA FORM 3501	GCA Operations Log	No	No
	DA FORM 3502	Daily Report of Air Traffic Control Facility (LRA)	Yes	No
	DA FORM 3503	Air Traffic Control Position Log (LRA)	Yes	No
	FAA JO 7340.	Contractions(Use Current Version)	Yes	No
	TC 3-04.81(FM 3-04.303)	Air Traffic Control Facility Operations, Training, Maintenance, and Standardization	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. It is the responsibility of all Soldiers and DA civilians to protect the environment, and to participate in the Army's Environmental Management System (EMS) at the installation where they are assigned. The key points of an EMS are:

- We are committed to the prevention of pollution.
- We are committed to meeting all applicable legal and regulatory requirements.
- We will strive for continual improvement in environmental management.

A sustainable installation will use resources wisely to support the current mission, without compromising the ability to accomplish future missions.

Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment and reduce waste during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks :

Task Number	Title	Proponent	Status
011-15Q-0037	Operate the Tactical Airspace Integration System (TAIS), AN/TSQ-221	011 - Aviation (Individual)	Analysis

Supported Collective Tasks : None